

## **TIOGA/BRADFORD COUNTY HOUSING AUTHORITY**

### **MAINTENANCE FOREMAN CLASSIFICATION**

#### **JOB DESCRIPTION**

##### Qualifications

High School Graduate with experience in Housing Authority maintenance departments **OR** facilities management developments, experience with general property or facilities maintenance, carpentry, plumbing, refrigeration, appliance and/or electrical maintenance and repair; supervisory experience; Computer skills adequate to utilize email, small excel spreadsheets, and using a Windows environment; Requires experience in budgeting and purchasing materials; ability to work with tenants and the public **OR** equivalent work experience. Must be able to lift, push or pull up to 80 lbs. Must pass a drug and background screening and possess a valid PA Drivers License.

Supervised by: Maintenance Supervisor

Supervises: Maintenance Mechanic, Maintenance Aide, Laborer, Custodians, and Housekeepers.

##### Duties:

1. As a working Foreman your responsible for the overall maintenance of all buildings and grounds within their assigned AMP/AMPs. This includes parking lots, all structures, equipment, etc. Must be capable of repairing all maintenance related issues, such as refrigerator, stoves, a/c units, Heating systems, building repairs, lawn equipment, etc.
2. This position must operate under the Authority Admissions & Occupancy Policy. All Foremen must know Housing Authority Policies to operate the maintenance department appropriately. This would include leases, tenant handbook, pet policy, grievance procedure, etc.
3. This position is responsible for organizing, scheduling and assigning of daily tasks to their staff in order to complete tasks in a timely manner.
4. This position is responsible for the development of a comprehensive Preventive Maintenance Program to maximize the life of equipment and to ensure safe operation.
5. This position is responsible for the basic safety and security of all buildings. This includes; control of keys, development of fires safety plans, maintenance of fire safety

equipment, keeping hallways clear of debris, ensuring emergency exits are secure, and keeping outdoor property areas well lite.

6. This position must develop a program where tenant work requests are responded to in a timely manner and recorded into the Horizon Software program. These records should include all tenant requests as well as work orders for building and ground repairs. The associated costs for this work will be recorded within the software program for this work.
7. This position is responsible for the immediate supervision and training of employees assigned to their charge which would include submission of time records and performance appraisals. This position would also be responsible for initiating any performance development plans and written discipline plans in coordination with their supervisor and the HR department. This could include termination when other measures were unsuccessful or a violation of policy is so sever.
8. This position is also responsible for making the recommendation of adding or subtracting necessary man-hours for the successful operation of their AMP. This recommendation needs to be addressed to their supervisor who works with management to review these requests.
9. This position works with the Human Resource Manager, with authorization from their supervisor, to obtain any outside labor through Green Thumb, Experience Works, Community Service, Workfare, or other public agencies. The Foremen will supply immediate supervision to all workers from these programs.
10. This position is responsible for the planning of procurement of materials and small contracts necessary for carrying out the maintenance activities of their assigned AMP. These purchases must be made in compliance with the Housing Authority's Procurement Policy, where Foremen are authorized for only up to \$500, without approval of authorized Housing Management personnel.
11. This position is responsible to coordinate and maintain proper records for all ordinary contracted maintenance services which would include but not be limited to the following: elevator servicing and inspections, fire alarm repairs, fire alarm inspections, trash collection, recycling, extermination of pests, appliance repairs, painting, boiler inspections, ... etc.
12. Prepare and recommend a five year plan for their AMP as to anticipated needed repairs or updating of equipment to the Executive Director and Capital Grant Manager. This would include projects such as parking lot repairs or repaving, roof repairs or replacements, carpeting, major painting projects, fire alarms and emergency call systems, trucks, boilers, major electrical and plumbing needs, windows, kitchen cabinets, ranges, refrigerators, washers and dryers, community room furnishings,...etc.

13. This position monitors monthly labor, materials and contract expenses to assure that approved budgets are not exceeded. A monthly budget is to be followed.
14. This position maintains an up to date inventory list of all Housing Authority tools, supplies, and equipment including special required listings of any hazardous materials. Keep hazardous materials in safe storage areas, while also maintaining the fixed assets program.
15. This position must communicate all major problems to the Central Office at the earliest available time. Communication from this position to the Central Office is critical to the success of the AMP and to the Housing Authority.
16. Work with the assigned Case Coordinator for the assigned AMP for all tenant related issues including move-in's and move outs, annual inspections and all other activities that require interaction with the tenants. This must be a cooperative working relationship in the completion of all tenant related issues.
17. Conduct monthly fire and safety meetings with Case Coordinator of tenants, giving input on updating emergency plans. This position is responsible for the maintenance of good communication with the local fire, police and emergency services departments.
18. This position is responsible for the oversight of an on-call schedule which would include responding to emergencies that happen at these projects at any time of day or night. These emergencies would include loss of heat in winter, electric or plumbing problems that threaten health or safety, necessary snow removal, or other situations where health and safety may be threatened and need immediate action.
19. This position will work overtime as needed in the case of emergencies only by authorization of authorized management personnel.
20. This position may be called on in an emergency event to report to another project at the direction of the Executive Director.
21. This position is responsible to ensure that all property owned and maintained by the Housing Authority remains in operation solely for Housing Authority business and uses.
22. This position will also be providing inspections for our Housing Choice Voucher program when assigned by the Housing Choice Voucher Caseworker.